



Ontario Catholic School Trustees' Association

Inspired by the Gospel, the mission of the Ontario Catholic School Trustees' Association is to provide leadership, service and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.

To help accomplish this mission, the Association is seeking a

LABOUR RELATIONS ADVISOR

This part-time contract position will require the successful candidate to work in a collaborative leadership model with other members of the labour relations team. The successful candidate will participate as a member of the leadership team in labour and employee relations matters, such as contract negotiations and Labour-Management Committees. The role will proactively and positively respond to and resolve highly sensitive issues on behalf of OCSTA using constructive conflict resolution skills. The successful candidate will have extensive experience and a thorough understanding of provincial labour issues in the education sector.

Preferred Qualifications and Experience:

- Post-secondary education in Human Resources, Industrial or Labour Relations, Law, Business Administration or a related field;
- Ontario Supervisory Officer Qualifications, Ontario Business Supervisory Officer Certification, CHRE, CHRL or another professional designation related to the position's responsibilities would be an asset;
- The successful candidate will have a minimum of 5 years of leadership experience in an educational environment; including proven experience in dealing constructively with a variety of leadership, supervisory, employee and labour relations matters;
- Experience as employer spokesperson at collective bargaining negotiations, including a thorough understanding of the collective bargaining process in the education sector in Ontario;
- The role requires expertise in working constructively with government officials and the ability to recommend and co-ordinate OCSTA priorities to align with government initiatives and legislative requirements;
- Extensive working knowledge of relevant legislation including the Education Act and regulations, related employment, health and safety, and labour legislation, and its application in the workplace and in the education sector;
- Previous experience collaborating with human resource professionals in the education sector; and
- Demonstrated problem-solving skills and the ability to build/foster positive and effective working relationships with staff, unions/associations, and trustees.

Recommended Skills:

The successful candidate is recommended to have:

- Proven Human Resources experience in leading teams;
- Superior interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution and issue-based problem solving techniques;
- Proven experience with school board staffing; and
- Excellent communication, presentation and computer skills.

Qualified applicants are requested to submit a complete résumé including, a cover letter and three written references by email in confidence to:

Ron McNamara, Interim Director of Labour Relations
Ontario Catholic School Trustees' Association
rmcnamara@ocsta.on.ca www.ocsta.on.ca

Applications will be received until **Friday, November 12, 2021**. The appointment will be effective January 10, 2022 or other mutually acceptable date.

Written authorization to contact references is to be included with the application in accordance with the Municipal Freedom of Information and Protection of Privacy Act.